

# **U.S. DEPARTMENT OF EDUCATION**

Office of Postsecondary Education

Washington, DC 20202



**Fiscal Year 2002**

**APPLICATION FOR GRANTS  
UNDER THE TALENT SEARCH &  
EDUCATIONAL OPPORTUNITY CENTERS  
PROGRAMS  
(CFDA NUMBER: 84.044 & 84.066)**

**Form Approved**

**OMB No. 1840 - 0065, Exp. Date: 6/30/2004**

**EOC – Closing Date: 09/28/2001**

**TS – Closing Date: 10/19/2001**

## TABLE OF CONTENTS

	PAGE
Dear Applicant Letter .....	1
Notice Inviting Applications for New Awards .....	3
Legislation .....	10
Higher Education Act of 1965, as amended, Title IV—Talent Search and Educational Opportunity Centers	
Final Regulations .....	17
Low-Income Table.....	29
Instructions for Transmitting Applications.....	30
Intergovernmental Review State Single Point of Contact.....	31
Supplemental Information .....	37
Guidance on Section 427 of General Education Provisions Act (GEPA) .....	40
Government Performance and Results Act (GPRA) .....	42
Instructions for Completing the Application and Forms .....	43
Part I --Application Face Sheet (ED 424)	
Part II --Budget Summary	
Part III--Program Narrative	
Part IV A & B --Program Assurances	
Part V --Prior Experience	
Important Notice to Prospective Participants in U.S. Department of Education Contract and Grant Programs .....	60
Department of Education Certifications and Assurances.....	62

Dear Applicant:

Thank you for your interest in applying for a grant under the Talent Search (TS) and/or Educational Opportunity Centers (EOC) programs. This letter highlights some Fiscal Year 2002 items in the application package that will be important to you in applying for grants under these programs. Please read carefully the entire application package before you prepare your application.

Please note the following provisions:

1. Eligible applicants are institutions of higher education, public and private agencies and organizations, or combinations of institutions, agencies and organizations. In exceptional cases, if no other eligible entity is carrying out a TS or EOC project in the proposed target area, a secondary school is eligible to apply for a grant under these programs.  
**Individuals are not eligible to apply for funds under these programs.**
2. In an effort to facilitate an effective application evaluation process, all applicants are required to adhere to the **Part III, Program Narrative limitation of one hundred (100) pages**. Applications that exceed this number will not be reviewed and will be returned to the applicant. To further expedite the reading process, please follow the format for PART III, Program Narrative in the application booklet. While you are required to submit a signed original application and two, your voluntary submission of a **signed original and three copies would help to expedite the review process**.
3. Currently funded Talent Search and Educational Opportunity Centers grantees should note that prior experience will be assessed for Program Years 1998-99, 1999-00 and 2000-2001. Prior experience points are awarded for performance in the most recent grant cycle. Prior experience points are awarded only for performance in the same program for which the applicant is applying. No points are given for experience in similar programs or other TRIO programs.
4. The U.S. Department of Education's Office of Federal TRIO Programs will conduct ten Technical Assistance Workshops to aid prospective applicants in developing applications for the Talent Search and Educational Opportunity Centers Programs. These workshops will be held in August 2001 throughout the Nation. Information on these workshops is listed on the web at <http://www.ed.gov/HEP/TRIO>.
6. Talent Search and Educational Opportunity Centers applicants are encouraged to describe how the project will use technology in managing the grant and in providing services, information, and assistance to participants.

7. Each applicant must submit a detailed budget and a budget narrative for the first year of the grant and budget summaries for the remaining years. Budget narratives for the remaining years are not required. Grants are awarded for four or five years.
8. Please note that The Education Amendments of 1998 contain some technical changes that clarify and expand permissible services for the Talent Search Program under Section 402B. These provisions include assistance in secondary school reentry and entry to general education development (GED), alternative education and postsecondary education programs; activities designed to acquaint individuals from disadvantaged backgrounds with careers in which the individuals are underrepresented; and workshops and counseling for families of students served.

The application must be postmarked or hand delivered on or before the deadline date. Detailed mailing instructions are provided in the "Application Transmittal Instructions". Applications submitted late will not be accepted. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to the applications will be accepted after the deadline date.

For additional information regarding this application package, please contact Clinton Black (Talent Search), and Margaret Wingfield (EOC), Office of the Federal TRIO Programs, U.S. Department of Education, 1990 K Street, NW, Suite 7000, Washington, D.C. 20006-8510, ATTN: CFDA 84.044 and 84.066, telephone (202) 502-7600, by Internet at [TRIO@ed.gov](mailto:TRIO@ed.gov).

**\*PLEASE NOTE THAT ALTHOUGH THIS IS A COMBINED APPLICATION PACKAGE FOR EOC AND TS, IF YOU ARE INTERESTED IN APPLYING FOR BOTH PROGRAMS YOU MUST SUBMIT A SEPARATE APPLICATION FOR EACH.**

Best regards,

Maureen A. McLaughlin  
Deputy Assistant Secretary for  
Policy, Planning and Innovation

## Federal TRIO Programs 2001 Annual Low Income Levels

(Effective February 2001 until further notice)

Size of Family Unit	48 Contiguous States D.C., and Outlying Jurisdictions	Alaska	Hawaii
1	\$12,885	\$16,095	\$14,835
2	\$17,415	\$21,765	\$20,040
3	\$21,945	\$27,435	\$25,245
4	\$26,475	\$33,105	\$30,450
5	\$31,005	\$38,775	\$35,655
6	\$35,535	\$44,445	\$40,860
7	\$40,065	\$50,115	\$46,065
8	\$44,595	\$55,785	\$51,270

For family units with more than 8 members, add the following amount for each additional family member: \$4,530 for the 48 Contiguous States, the District of Columbia and outlying jurisdictions; \$5,670 for Alaska; and \$5,205 for Hawaii.

The term "low-income individual" means an individual whose family's taxable income for the preceding year did not exceed 150% of the poverty level amount.

The figures shown under family income represent amounts equal to 150% of the family income levels established by the Census Bureau for determining poverty status. The poverty guidelines were published by the U.S. Department of Health and Human Services in the [Federal Register](#), Vol. 66, No. 33, February 16, 2001, pp.10695-10697.

## **Instructions for Transmitting Applications**

An application for an award must be mailed or hand delivered by the closing date.

### **Applications Delivered by Mail**

An application sent by mail must be addressed to the U.S. Department of Education, Application Control Center, Attention: CFDA Number 84.044 (TS) or 84.066 (EOC), 400 Maryland Avenue, SW, Washington, DC 20202-4725.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first-class mail.

### **Applications Delivered by Hand\Courier Service**

An application that is hand delivered must be taken to the U.S. Department of Education, Application Control Center, Room 3633, Regional Office Building #3, 7th and D Streets, SW, Washington, DC.

The Application Control Center will accept deliveries between 8:00 a.m. and 4:30 p.m. (Washington, DC time) daily, except Saturdays, Sundays and Federal holidays.

Individuals delivering applications must use the D Street Entrance. Proper identification is necessary to enter the building.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

## **Executive Order 12372 -- Intergovernmental Review**

The Education Department General Administrative Regulations (EDGAR), 34 CFR 79, pertaining to intergovernmental review of Federal programs, apply to the program included in this application package.

Immediately upon receipt of this notice, all applicants, other than Federally recognized Indian Tribal Governments, must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should contact, immediately upon receipt of this notice, the Single Point of Contact for each State and follow the procedures established in those States under the Executive Order. A list containing the Single Point of Contact for each State is included in the application package for these programs.

In States that have not established a process or chosen a program for review, State, area wide, regional, and local entities may submit comments directly to the Department.

Any state process recommendation and other comments submitted by a State Single Point of Contact and any other comments from State, area wide, regional, and local entities must be mailed or hand-delivered by the date in the program announcement for Intergovernmental Review to the following address:

The Secretary  
E.O. 12372-CFDA# 84.044 & 84.066  
U.S. Department of Education, FB-6, Room 7C116  
400 Maryland Ave., SW  
Washington, DC 20202-0124

Please note that the above address is not the same address as the one to which the applicant submits its completed application. **Do not send applications to the above address.**

On line 2 of the above address, please provide the correct Catalog of Federal Domestic Assistance number (CFDA#) of the program for which a comment or state process recommendation on an application is submitted.

In those States that require review for this program, applications are to be submitted simultaneously to the State Review Process and the U.S. Department of Education.

Proof of mailing for intergovernmental review will be determined on the same basis as applications.



## State Single Points of Contact

**Note:** In accordance with Executive Order #12372, this listing represents the designated State Single Points of Contact. Because participation is voluntary, some States and Territories no longer participate in the process. These include: Alabama, Alaska, American Samoa, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Ohio, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, and Washington.

However, an applicant is still eligible to apply for a grant or grants even if its respective State, Territory, Commonwealth, etc. does not have a State Single Point of Contact.

### ARIZONA

Ms. Joni Saad  
Arizona State Clearinghouse  
3800 N. Central Avenue  
Fourteenth Floor  
Phoenix, Arizona 85012  
Telephone: (602) 280-1315  
FAX: (602) 280-8144  
[jonis@ep.state.az.us](mailto:jonis@ep.state.az.us)

### ARKANSAS

Mr. Tracy L. Copeland  
Manager, State Clearinghouse  
Office of Intergovernmental Services  
Department of Finance and Administration  
1515 W. 7th Street, Room 412  
Little Rock, Arkansas 72203  
Telephone: (501) 682-1074  
FAX: (501) 682-5206  
[tlcopeland@dfa.state.ar.us](mailto:tlcopeland@dfa.state.ar.us)

### CALIFORNIA

Grants Coordinator  
State Clearinghouse  
Office of Planning & Research  
1600 Ninth Street, Room 250  
Sacramento, California 95814  
Telephone: (916) 323-7480  
FAX: (916) 323-3018  
[State.clearinghouse@opr.ca.gov](mailto:State.clearinghouse@opr.ca.gov)

### FLORIDA

Florida State Clearinghouse  
Department of Community Affairs  
22740 Centerview Drive  
Tallahassee, Florida 32399-2100  
Telephone: (904) 922-5438  
FAX: (904) 487-2899  
Contact: Ms. Cherie Trainor  
Telephone: (850) 414-5495  
[cherie.trainor@dca.state.fl.us](mailto:cherie.trainor@dca.state.fl.us)

### GEORGIA

Ms. Deborah Stephens  
Coordinator  
Georgia State Clearinghouse  
270 Washington Street, S.W. - 8th Floor  
Atlanta, GA 30334  
Telephone: (404) 656-3855  
Telephone: (404) 656-3855  
FAX: (404) 656-7901  
[Gach@mail.opb.state.ga.us](mailto:Gach@mail.opb.state.ga.us)

### ILLINOIS

Ms. Virginia Bova, Single Point of Contact  
Illinois Department of Commerce and  
Community Affairs  
James R. Thompson Center  
100 West Randolph, Suite 3-400  
Chicago, IL 60601  
Telephone: (312) 814-6028  
FAX: (312) 814-1800  
[vbova@commerce.state.il.us](mailto:vbova@commerce.state.il.us)

**DELAWARE**

Ms. Francine Booth  
State Single Point of Contact  
Executive Department  
Office of the Budget  
540 S. Dupont Highway, Ste 5  
Dover, Delaware 19903  
Telephone: (302) 739-3326  
FAX: (302) 739-5661  
[fbooth@state.de.us](mailto:fbooth@state.de.us)

**DISTRICT OF COLUMBIA**

Mr. Ron Seldon  
State Single Point of Contact  
Office of Grants Mgmt. & Development.  
717 14th Street, N.W. - Suite 400  
Washington, D.C. 20005  
Telephone: (202) 727-6537  
FAX: (202) 727-1617  
[rseldon-ogmd@dcgov.org](mailto:rseldon-ogmd@dcgov.org)

**KENTUCKY**

Mr. Ron Cook, Director  
Department for Local Government  
1024 Capitol Center Drive  
Frankfort, Kentucky 40601  
Telephone: (502) 573-2382  
FAX: (502) 573-2512  
[Roncook@mail.state.ky.us](mailto:Roncook@mail.state.ky.us)

**MAINE**

Ms. Joyce Benson  
State Planning Office  
184 State Street  
38 State House Station  
Augusta, Maine 04333  
Telephone: (207) 287-3261  
FAX: (207) 287-6489  
[joyce.benson@state.me.us](mailto:joyce.benson@state.me.us)

**INDIANA**

Ms. Frances Williams  
State Budget Agency  
212 State House  
Indianapolis, Indiana 46204-2796  
Telephone: (317) 232-2972  
FAX: (317) 233-3323  
No e-mail address

**IOWA**

Mr. Steven R. McCann  
Division for Community Assistance  
Iowa Department of Economic  
Development  
200 East Grand Avenue  
Des Moines, Iowa 50309  
Telephone: (515) 242-4719  
FAX: (515) 242-4809  
[smccann@ided.state.ia.us](mailto:smccann@ided.state.ia.us)

**MISSOURI**

Ms. Lois Pohl  
Federal Assistance  
Clearinghouse  
Office of Administration  
P.O. Box 809  
Jefferson City, Missouri 65102  
Telephone: (314) 751-4834  
FAX: (314) 751-7819  
[Pohlh\\_@mail.oa.state.mo.us](mailto:Pohlh_@mail.oa.state.mo.us)

**NEVADA**

Department of Administration  
State Clearinghouse  
209 E. Musser Street, Room 220  
Carson City, Nevada 89710  
Telephone: (702) 687-4065  
FAX: (702) 687-3983  
Contact: Ms. Heather Elliot  
Telephone: (702) 687-6367  
[helliot@govmail.state.nv.us](mailto:helliot@govmail.state.nv.us)

**MARYLAND**

Ms. Linda Janey  
Manager, Plan & Project Review Planning  
Maryland Office of Planning  
301 W. Preston Street - Room 1104  
Baltimore, Maryland 21201-2365  
Staff Contact: Linda Janey  
Telephone: (410) 767-4490  
FAX: (410) 767-4480  
[linda@mail.op.state.md.us](mailto:linda@mail.op.state.md.us)

**MICHIGAN**

Mr. Richard Pfaff  
Southeast Michigan Council of Governments  
660 Plaza Drive - Suite 1900  
Detroit, Michigan 48226  
Telephone: (313) 961-4266  
FAX: (313) 961-4869  
[pfaff@semcog.org](mailto:pfaff@semcog.org)

**MISSISSIPPI**

Ms. Cathy Mallette  
Clearinghouse Officer  
Department of Finance and Administration  
550 High Street  
303 Walters Sillers Building  
Jackson, Mississippi 39302-3087  
Telephone: (601) 359-6762  
FAX: (601) 359-6758  
No e-mail address

**NORTH CAROLINA**

Ms. Jeanette Furney  
North Carolina Department  
of Administration  
116 West Jones Street - Suite 5106  
Raleigh, North Carolina 27603-8003  
Telephone: (919) 733-7232  
FAX: (919) 733-9571  
[jeanette\\_furney@mail.doa.state.nc.us](mailto:jeanette_furney@mail.doa.state.nc.us)

**NORTH DAKOTA**

North Dakota Single Point of Contact  
Office of Intergovernmental Assistance  
600 East Boulevard Avenue  
Department 105  
Bismarck, North Dakota 58505-0170  
Telephone: (701) 224-2094  
FAX: (701) 224-2308  
[Jboyd@state.nd.us](mailto:Jboyd@state.nd.us)

**NEW HAMPSHIRE**

Mr. Jeffrey H. Taylor  
Director, New Hampshire Office of State  
Attn: Intergovernmental Review Process  
Mike Blake  
2 ½ Beacon Street  
Concord, New Hampshire 03301  
Telephone: (603) 271-2155  
FAX: (603) 271-1728  
[jtaylor@osp.state.nh.us](mailto:jtaylor@osp.state.nh.us)

**NEW MEXICO**

Mr. Nick Mandell  
Local Government Division  
State Budget Division  
Bataan Memorial Building, Room 201  
Santa Fe, New Mexico 87503  
FAX: (505) 827-4984  
[nmandell@dfa.state.nm.us](mailto:nmandell@dfa.state.nm.us)

**NEW YORK**

New York State Clearinghouse  
Division of the Budget  
State Capitol  
Albany, New York 12224  
Telephone: (518) 474-1605  
FAX: (518) 486-5617  
No e-mail address

**WEST VIRGINIA**

Mr. Fred Cutlip, Director  
Community Development Division  
W. Virginia Development Office  
Building #6, Room 553  
Charleston, West Virginia 25305  
Telephone: (304) 558-4010  
FAX: (304) 558-3248  
[fcutlip@wvdo.org](mailto:fcutlip@wvdo.org)

**WISCONSIN**

Mr. Jeff Smith  
Section Chief, State/Federal Relations  
Wisconsin Department of Administration  
101 East Wilson Street - 6th Floor  
P.O. Box 7868  
Madison, Wisconsin 53707  
Telephone: (608) 266-0267  
FAX: (608) 267-6931  
[slt@mail.state.wy.us](mailto:slt@mail.state.wy.us)

**RHODE ISLAND**

Mr. Kevin Nelson  
Review Coordinator  
Department of Administration  
Division of Planning  
One Capitol Hill, 4th Floor  
Providence, Rhode Island 02908-5870  
Telephone: (401) 222-2280  
FAX: (401) 277-2083  
[knelson@doa.state.ri.us](mailto:knelson@doa.state.ri.us)

**SOUTH CAROLINA**

Ms. Omeagia Burgess  
State Single Point of Contact  
Budget and Control Board  
Office of the State Budget  
1122 Ladies Street - 12th Floor  
Columbia, South Carolina 29201  
Telephone: (803) 734-0494  
FAX: (803) 734-0645  
[aburgess@budget.state.sc.us](mailto:aburgess@budget.state.sc.us)

**TEXAS**

Mr. Tom Adams  
Governors Office  
Director, Intergovernmental Coordination  
P.O. Box 12428  
Austin, Texas 78711  
Telephone: (512) 463-1771  
FAX: (512) 463-2681  
[tadams@governor.state.tx.us](mailto:tadams@governor.state.tx.us)

**UTAH**

Carolyn Wright  
Utah State Clearinghouse  
Office of Planning and Budget  
State Capitol, Room 116  
Salt Lake City, Utah 84114  
Telephone: (801) 538-1535  
FAX: (801) 538-1547  
[cwright@state.ut.us](mailto:cwright@state.ut.us)

**WYOMING**

Ms. Sandy Ross  
Department of Administration and Information  
2001 Capitol Ave., Room 214  
Cheyenne, WY 82002  
Telephone: (307) 777-7446  
FAX: (307) 632-3909  
[sross@missc.state.wy.us](mailto:sross@missc.state.wy.us)

**VIRGIN ISLANDS**

Mr. Nellon Bowry  
Director, Office of Management and Budget  
Second Floor  
Saint Thomas, VI 00802  
Contact: Ms. Linda Clarke  
Telephone: (809) 774-0750  
FAX: (809) 776-0069  
[irmills@usvi.org](mailto:irmills@usvi.org)

**GUAM**

Mr. Joseph Riviera, Acting Director  
Bureau of Budget and Management Research  
Office of the Governor  
P.O. Box 2950  
Agana, Guam 96910  
Telephone: (671) 475-9411 or 9412  
FAX: (671) 472-2825  
[jer@ns.gov.gu](mailto:jer@ns.gov.gu)

**PUERTO RICO**

Mr. Jose Caballero-Mercado, Chairman  
Puerto Rico Planning Board  
Federal Proposals Review Office  
Minillas Government Center  
P.O. Box 4119  
San Juan, Puerto Rico 00940-1119  
Telephone: (809) 727-4444  
(809) 723-6190  
FAX: (809) 724-3270

**NORTH MARIANA ISLANDS**

Mr. Alvaro A. Santos, Executive Officer  
Office of Management and Budget  
Office of the Governor  
Saipan, MP 96950  
Telephone: (670) 664-2256  
FAX: (670) 664-2272  
Contact: Ms. Jacoba T. Seman  
[omb.villagomez@saipan.com](mailto:omb.villagomez@saipan.com)

**Note:** This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to Sherron Duncan (Telephone (202) 395-3120) at the Office of Management and Budget and to the State in question. Changes to the list will only be made upon formal notification by the State. The list is also published biannually in the Catalog of Federal Domestic Assistance.

## Supplemental Information

**INTRODUCTION:** The following information supplements the information provided in the “Dear Applicant” letter, the “Notice Inviting Applications for New Awards,” and the remainder of this application booklet.

### **A. Criteria and Priority for Funding**

All applications for funding under the Talent Search or Educational Opportunity Centers Programs will be evaluated as *new submissions* according to the selection criteria listed in Section 643.21 or 644.21 of the program regulations. Applicants funded in the 1998-1999 grant year cycle are eligible to receive up to 15 points for prior experience.

### **B. Regulations applicable to this program are:**

- (a) Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 74, 75, 77, 79, 82, 85, and 86; and
- (b) Talent Search Program Regulations (34 CFR Part 643) included in this application package.
- (c) Educational Opportunity Centers Program Regulations (34 CFR Part 644) included in this application package.

### **C. Eligible Applicants**

Institutions of higher education; public or private agencies or organizations; or combinations of institutions, agencies, and organizations. Secondary schools are eligible if no institution, agency, or organization is capable of carrying out a Talent Search or Educational Opportunity Centers project in the target area.

### **D. Eligible Participants**

Talent Search and Educational Opportunity Centers Projects serve individuals who are citizens or nationals of the United States; permanent residents of the United States; individuals in the United States for other than a temporary purpose who provide evidence from the Immigration and Naturalization Service of his or her intent to become a permanent resident; permanent residents of Guam, the Northern Mariana Islands, or the Trust Territory of the Pacific Islands (Palau); or residents of the Freely Associated States -the Federated States of Micronesia or the Republic of the Marshall Islands.

Talent Search projects may serve an individual who: (1) has completed five years of elementary education or is at least eleven years of age but not more than 27 years of age,

or who is more than 27 years of age if the individual cannot be appropriately served by an Educational Opportunity Center project under 34 CFR part 644 and if the individual's participation would not diminish the Talent Search project's services to individuals described above; and who (2) has enrolled in or has dropped out of any grade from six through 12 or has graduated from secondary school and has potential for success in a program of postsecondary education and needs one or more of the services provided by the project in order to undertake such a program in postsecondary education or who has undertaken, but is not presently enrolled in a program of postsecondary education and has the ability to complete such a program, and needs one or more of the services provided by the project to reenter such a program.

Educational Opportunity Centers Projects may serve an individual who: (1) is at least 19 years of age or is less than 19 years of age, but who cannot be appropriately served by a Talent Search Project under 34 CFR Part 643, and the individual's participation would not diminish the Educational Opportunity Centers' services; and who (2) expresses a desire to enroll, or is enrolled in a program of postsecondary education and requests information or assistance in applying for admission or financial aid.

A veteran, regardless of age, is eligible to participate in either a Talent Search or Educational Opportunity Centers project if he or she satisfies the eligibility requirements.

#### **E. Assurances and Certifications**

1. Applicants must submit a signed copy of the Talent Search or Educational Opportunity Centers Assurances with the application.
2. All applicants must include information in the application to address the provisions in Section 427 of the Department of Education's General Education Provision Act (GEPA). Refer to the section entitled "Notice to All Applicants" for specific information.
3. Applicants should also submit other Department of Education certifications with the application. Signed copies of the following: (1.) Standard Form 424B (Assurances--Non-Construction Programs); (2.) ED Form 80-0013 (Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements); (3) ED Form 80-0014 (Certification Regarding Lobbying; Debarment, Suspension, Ineligibility and Voluntary Exclusion --Lower Tier Covered Transactions; and (4) Standard Form LLL (Disclosure of Lobbying Activities) included in the application.

## **F. Information on the Award Process**

### **1. Length of New Awards**

Applicants for new awards may apply for a maximum of five years of funding. However, only applicants that score in the highest ten percent of all applicants approved will be awarded five-year grants. Other successful applicants will be given four-year grant awards (refer to 34 CFR 643.5 or 34 CFR 644.5)

### **2. Evaluation of Application for New Awards**

Each application is reviewed by a panel of three non-Federal experts. Each reviewer will prepare a written evaluation of the application and assign points for each selection criterion. In addition, program staff review the applicant's prior experience, if applicable, and assign prior experience points on the basis of the criteria published in 34 CFR 643.22 or 34 CFR 644.22 for Talent Search and Educational Opportunity Centers respectively. These evaluations serve as the sole basis for preparing a rank order of the application.

### **3. Selection of New Grantees**

The Director, Office of Federal TRIO Programs makes funding recommendations to the Deputy Assistant Secretary for Higher Education Programs who approves the recommendations. The Assistant Secretary of Postsecondary Education concurs.

### **4. Partnership Agreements**

Seldom do successful applicants receive the funding requested. The partnership agreement is a means of reconciling the differences between the amount requested and the services proposed and the amount awarded and the services to be provided. Objectives relative to prior experience are specified.

### **5. Notice to Successful Applicants**

The Office of Legislation and Congressional Affairs in the Department of Education will notify the appropriate members of Congress regarding the award. Notification to the applicant will be mailed one week after the Congress is notified. No funding information is released before the Congress is notified.

### **6. Notice to Unsuccessful Applicants**

Unsuccessful applicants will be notified in writing following the notice to successful applicants.



## Guidance on Section 427 of General Education Provisions Act (GEPA)

Thank you for your interest in this program. The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Pub. L.103-382).

### To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants competing for new grant awards under this program. **All applicants competing for new awards must include information in their applications to address this new provision in order to receive funding under this program.**

### What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. **The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age.** Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc., from such access to, or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

## **What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?**

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct “outreach” efforts to girls to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

# **Information on the Government Performance and Results Act (GPRA)**

## **What is GPRA?**

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

## **How has the Department of Education Responded to the GPRA Requirements?**

As required by GPRA, the Department of Education has prepared a strategic plan. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S.

The performance indicators for the Federal TRIO Programs are part of the Department's plan for building a solid foundation for learning and ensuring access to postsecondary education and lifelong learning. The specific performance goal for TRIO is to provide increased educational opportunities for low-income, first generation students.

## Instructions for Completing the Application and Forms

The application is divided into five parts. These parts are organized in the same manner that the submitted application should be organized. The sections are as follow:

- Part I: Application Face Sheet
- Part II: Budget Summary
- Part III: Program Narrative
- Part IV: TS & EOC Program Assurances
- Part V: Prior Experience

No grants may be awarded unless a completed application has been received.

Mail **original** and **three copies** of the application to:

U.S. Department of Education  
Application Control Center  
Attention: (TS CFDA #: 84.044 or EOC CFDA # 84.066)  
400 Maryland Avenue, SW  
Washington, DC 20202-4725

**Or**

Hand/Courier Delivery of the **original** and **three copies** of the application to:

U.S. Department of Education  
Application Control Center  
Attention: (TS CFDA #: 84.044 or EOC CFDA # 84.066)  
Room 3633, Regional Office Building #3  
7<sup>th</sup> and D Streets, SW  
Washington, DC

According to the Paperwork Reduction Act of 1995, no person is required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection 1840-0065. The time required to complete this information collection is estimated to average 34 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have any comments or concerns regarding the status of your individual submission of the application, write directly to:** The Office of the Federal TRIO Programs, U.S. Department of Education, 400 Maryland Avenue, SW, (1990 K Street, NW, 7<sup>th</sup> Floor) Washington, DC 20202-4651.



## Part II -- Instructions for Budget Summary and Narrative

### Form 524, Section A: BUDGET SUMMARY: U.S. Department of Education Requested Funds

Please use the summary budget form (ED Form No. 424, Sections A and B) to categorize requested costs and non-federal commitment of funds, if any. The detailed budget and any accompanying narrative should provide a detailed breakdown of costs within each budget category and explain the basis for determining the amounts needed for personnel, staff travel, workshop costs, materials preparation, evaluation, and any other costs appropriate for the project.

For this competition, applicants may request funding for up to **five years (60 months)**. The Department requires that all applicants for multi-year awards provide detailed budget information for the total grant period requested.

The funding request may include all costs that are reasonable and associated with carrying out the objectives of the Talent Search and Education Opportunity Centers programs. Among the costs that may be supported with grant funds are:

1. Personnel: Enter project personnel salaries and wages only. Fees and expenses for consultants should be included on line 1.
2. Fringe Benefits: The institution's normal fringe benefit contribution may be charged to the program. If benefits exceed twenty percent (20%), an explanation and justification must be provided. Leave this blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect costs.
3. Travel: Indicate travel of employees and participants only. Travel of consultants, trainees, etc., may not be included in here. Travel costs for consultants should be included under "Contractual".
4. Equipment: Indicate the cost of non-expendable personal property which has a usefulness of greater than one year and an acquisition cost of \$5,000 or more per unit. Lower limits may be established to maintain consistency with the applicant's policy.
5. Supplies: Show all tangible personal property except that which is included on line 4.
6. Contractual: Include consultant travel costs and fees.
7. Construction: Not applicable. Leave blank.
8. Other: Indicate all direct costs not covered on lines 1 through 6. Examples are: equipment rental, required fees, communication costs, rental of space, utilities, custodial services, and printing costs.

9. Total Direct Costs: The sum of lines 1 through 8.
10. Indirect Costs: Indirect costs are limited to eight percent (8%) of a modified total direct cost base. To determine the modified total direct base subtract capital expenditures (equipment) of \$5,000 or more from line 8, Total Direct Costs.
11. Training Stipends: Not applicable. Leave this blank.
12. Total Cost (line 12): This should equal the sum of lines 9 and 10 (total direct cost plus indirect costs). This amount should also be equal to item 14a on the application face sheet.

### **Additional instructions for preparing the budget narrative**

In the descriptive budget narrative, explain amounts for individual direct object cost categories that may appear to be out of the ordinary and provide the following details:

Personnel/Salaries: Include a statement that shows the total commitment of time and the total salary to be charged to the project for each key member of the project staff. Provide a breakdown of project personnel that includes the position title, the percent of time and number of months committed to the project, and the total salary to be charged to the grant.

Fringe Benefits: Include an explanation and appropriate justification if the institution or agency's normal benefit contribution exceeds 20 percent of salaries.

Staff Travel: Travel expenditures should be detailed as to purpose, objective, and number of persons involved. Transportation costs should not exceed tourist class airfare. For automobile mileage, the established institution or agency rate should be used. Reimbursement is allowed for taxicab, bus, train, or limousine transportation. Per diem at the established institution or agency rate is permitted when an individual is away from home over night on official project business (See OMB Circular A-21, J.48.c - Commercial Air Travel). **No foreign travel will be authorized under the grant.**

The Office of Federal TRIO Programs has developed the following guidelines for recommending approval of travel. All travel must be related to the project's overall purpose and proposed activities.

- I. Project Director's Travel – Per Year
  - A. One National Conference;
  - B. One Regional Meeting;
  - C. One State Meeting; and
  - D. Travel for participation in one professional staff development workshop

## II. Full-time Professional Staff Travel – Per Year

- A. One National, Regional, **or** State Meeting; and
- B. Travel for staff development under the Training Program for Federal TRIO Programs.

Equipment: List items of equipment in the following format: Item, number of items, cost per unit, total cost. Equipment purchases will only be approved if they are necessary to carry out project activities and are fully justified. (Please remember that equipment is defined as non-expendable personal property which has a usefulness of greater than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with an applicant's policy, lower limits may be established.)

Supplies: Itemize costs for project supplies.

Other: Provide a breakdown of all direct costs not clearly covered by other budget categories. Examples are computer-use charges, equipment rentals, communication costs, printing, and consultant services. If the project proposes to use consultants, identify the consultants that will work on the project and the scope of work to be performed by each consultant. Provide a detailed breakdown of the costs (daily fees to be paid, estimated number of days of services, and all travel expenses, including per diem). Cost allowances for consultant fees, honoraria, per diem, and travel should not exceed amounts permitted by comparable institutional or agency policies.

Indirect Cost: Indirect costs are limited to eight percent (8%) of a modified total direct cost base (refer to section 75.562 (c) of the Education Department General Administrative Regulations (EDGAR)).



## Part III – Program Narrative

Prepare the program narrative statement in accordance with the instructions for all new grants in the Education Department General Administrative Regulations (EDGAR) in 34 CFR 75.112. The applicant is encouraged to include a one page abstract of the proposed project.

The Secretary evaluates an application on the basis of the criteria in Section 643.21 of the Talent Search program regulations or Section 644.21 of the Educational Opportunity Centers program regulations. The program narrative should provide in detail the information which addresses each selection criterion. The maximum possible score for each completed criterion is indicated in parentheses next to the criterion. The applicant is urged to address the selection criteria in the following order:

1.	<u>Need for the Project</u>	(24 points)
2.	<u>Objectives</u>	( 8 points)
3.	<u>Plan of Operation</u>	(30 points)
4.	<u>Applicant and Community</u>	(16 points)
5.	<u>Quality of Personnel</u>	( 9 points)
6.	<u>Evaluation Plan</u>	( 8 points)
7.	<u>Budget</u>	( 5 points)

**Total Maximum Score for Selection Criteria**

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**100 points**

The above order is suggested since this is the same order in which the Technical Review Form is organized. The Technical Review Form is used by the reviewers to evaluate the application.

Part III of the application cannot exceed one hundred (100) typed, double spaced pages. See Notice Inviting Applications on page 3.

Additional Suggestions:

- Number each page of the application.
- The face sheet is the first page of the application.
- **Do not use any binding.**
- **Do not** include descriptive materials (brochures, reports, etc.) which are not requested.

### Definitions

- A. An "individual with disabilities" means a person who has a diagnosed physical or mental impairment that substantially limits that person's ability to participate in the education experiences and opportunities offered by the grantee institution.

- B. A "low-income individual" means an individual whose family's taxable income did not exceed 150 percent of the poverty level in the calendar year proceeding the year in which the individual participated in the project.
- C. A "first-generation college student" means:
  - (1) A student neither of whose natural or adoptive parents received a baccalaureate degree; or
  - (2) A student, who resided with and received support from only one parent, and whose parent did not receive a baccalaureate degree.

## PART IV- A (TS) PROGRAM ASSURANCES

Section 643.10 of the Talent Search Program regulations requires that the applicant comply with the following provisions:

- The applicant assures that at least two-thirds of the individuals the applicant proposes to serve under a Talent Search project will be low-income individuals who are potential first-generation college students.
- The applicant assures that the project will be located in a setting or settings that are accessible to participants.
- If the applicant is an institution of higher education, the applicant assures that it will not use the Talent Search project as a part of its recruitment program.
- The applicant assures that individuals participating in the project will not have access to services from another Talent Search project or from an Educational Opportunity Centers project.

The person or persons whose signature(s) appear(s) below is/are authorized to sign this application, and to commit the applicant to the above provisions for the entire period of the grant.

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Date

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Authorized Official(s)

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Name of Applicant or Recipient

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Street

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City, State, Zip Code

## PART IV - B (EOC) PROGRAM ASSURANCES

Section 644.10 of the Educational Opportunity Centers program regulations requires that the applicant comply with the following provisions:

1. The applicant assures that at least two-thirds of the individuals the applicant proposes to serve under an Educational Opportunity Center project will be low-income individuals who are potential first-generation college students.
2. If the applicant is an institution of higher education, the applicant assures that it will not use the Educational Opportunity Center as a part of its recruitment program.
3. The applicant assures that individuals participating in the project will not have access to services from another Educational Opportunity Center or from a Talent Search project.

The person or persons whose signature(s) appear(s) below is/are authorized to sign this application, and to commit the applicant to the above provisions for the entire period of the grant.

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Date

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Authorized Official(s)

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Name of Applicant or Recipient

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Street

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City, State, Zip Code

## Part V -- Prior Experience

**This part is to be completed only by those applicants that have been funded within the 1998-2001 grant cycle. This grant cycle started September or October 1, 1998 for four year awards and September 1, 1999 for five year awards.**

If an applicant for a new grant proposes to continue to serve substantially the same population or campus that the applicant is serving under the expiring grant, the Secretary evaluates the applicant's prior experience in delivering services under the expiring grant on the basis of the prior experience criteria in Section 643.22 of the TS or Section 644.22 of the EOC program regulations. If the applicant has submitted the annual performance reports, the applicant needs only to provide the information needed to evaluate the applicant's prior experience that is not covered by the performance reports. **Based on the success of the project's prior experience, an applicant may receive up to fifteen (15) points.**

### **NOTE:**

#### **For Program Years 1998-99 and 1999-2000:**

The due date for submitting performance reports for these years is now past. No changes or modifications to the information on file with the Department will be accepted.

#### **For Program Years 2000-2001:**

The applicant should submit a detailed report on the project's accomplishments to date, which specifically reports information which addresses each of the prior experience criteria as contained in subsection 643.22 (Prior Experience) of the TS and Section 644.22 of the EOC program regulations.

## **Important Notice to Prospective Participants in U.S. Department of Education Contract and Grant Programs**

### **Grants**

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds. Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste. For these reasons, ED must set strict deadlines for all grant applications.

The rules, including the deadline, for applying for each grant are published, individually, in the *Federal Register*. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-9371. (Send check or money order only, no cash or stamps)

The instructions in the *Federal Register* must be used. Do not accept any other advice. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education  
Application Control Center  
Washington, DC 20202-4725

### **Contracts**

Competitive procurement actions undertaken by ED are governed by the Federal Procurement Regulations and implementing ED Procurement Regulation.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offers are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offers are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP.

Offers are judged in competition with others and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever. Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing of \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1 (49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents  
U.S. Government Printing Office  
Washington, DC 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.